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MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

12 December 1956

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1. Mr. [REDACTED] discussed the ODM program for emergency exercises during 1957. There are three categories of exercises, as follows:

- a. Problem exercises (no CIA participation).
- b. Three Command and Staff Briefing exercises in January, February, and March 1957 (only the DCI or DDGI attend these).
- c. Operation Alert 1957 to be held some time after 1 July 1957. (CIA will participate in this, as has been done in past years.)

2. Colonel White again urged all Offices and Staffs to use dispatches to the field where quick transmission time is not of great importance. Three examples were cited of cables recently sent to the field on routine matters relating to procurement and sale of an air conditioner, and a promotion notification, which could just as effectively have been sent by pouch.

3. The next Staff Meeting to be held on 19 December will be a luncheon. It is planned that during 1957 the Staff Meeting Luncheons will be held on the Wednesday after the third Monday of each month.

4. Colonel White read a memorandum from a WH employee whose wife had participated in the overseas orientation course, wherein it was indicated that she liked the course, received valuable information and was made to feel a part of CIA. If the wives of any of our Support people have any suggestions for improvement in this course, such suggestions should be given to the Office of Training.

5. The 100 employees planned for foreign language training overseas will not be charged against any component ceiling and will be considered in tables of organization and ceilings within the established Agency policy for external training. Mr. [REDACTED] will prepare an Agency Notice announcing this program and prescribing the implementing policies and procedures.

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6. Colonel White called attention to the provisions of [REDACTED] "Competitive Promotion," requiring that the prescribed program should be fully installed by 1 January 1958. It was decided that each of the Career Services under the Deputy Director (Support) shall work out its own schedule for implementation. About July 1957 the Support Board will review the plans for implementation to determine the need to standardize the policies and schedules of the various Career Services.

7. Mr. Reynolds is designated as Chairman of a committee of Agency officers to develop regulations governing personnel under contract to the Agency, as contained in the Inspector General's recommendation to the Director on this subject.

25X1A9a 8. [REDACTED] announced that the staffing of the [REDACTED] Support Maintenance Division is fifty per cent completed.

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9. Colonel Edwards pointed out that he has found it difficult to get Security Officers in overseas installations because of the limited slots made available for Support Officers overseas by the Area Divisions.

10. Mr. Houston mentioned that the General Counsel of the Office of the Comptroller General had given him a manual they had prepared, covering all aspects of civilian pay. It is felt that this manual is very useful and we should attempt to get enough copies from the Comptroller General or through our own reproduction facilities to provide widespread controlled distribution through headquarters and the field.

11. The Director has approved a position as Assistant to the Deputy Director (Support) to serve as permanent chairman of the various boards pertaining to personnel actions of immediate concern to the Director. Colonel White announced the appointment [REDACTED] to this position, effective 18 January 1957.

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